

# MAINTENANCE POLICY



Affiliated to Bharathiar University, Coimbatore  
Approved by Govt. of Tamilnadu  
Recognized by UGC, New Delhi under  
section 2(f) and 12(B)

An Institution Accredited by NAAC

## **Maintenance Policy**

AJKCAS has a framework for maintenance of its laboratory equipment, computers, ICT facility, buildings, vehicles, estate and other facilities. The college, located at the outskirts of the City, always has a reserve of its physical facilities for smooth running of the office. Scrap or condemned equipment, spares and expired consumables are properly disposed as per the Waste Management Policy.

It follows preventive maintenance and corrective maintenance strategies. These are illustrated below:

### **Laboratory Equipment:**

Catering Science & Hotel Management, Costume Design & Fashion, Biotechnology, Visual Communication and Electronics & Communication Systems departments have laboratories. Costly equipment is under AMC with company authorised service centres for preventive maintenance.

In case of any breakdown or service need, either company authorized service centres are informed to visit the laboratories or the equipment is sent to company authorized service centres to assess the condition of the equipment and raise the estimate for the needed spares, replacement and service charges. Upon approval from the Principal/Management, the work is carried out.

### **Computers & ICT Facilities:**

System administration personnel attend to the maintenance of computers, networks, communication devices and ICT facilities like projectors, AV equipment etc. Costly equipment is under AMC with company authorised service centres for preventive maintenance.


Staff members raise problems with these systems, if any, in the Equipment Service Request Register available in the Office. The system administration personnel check the register every day for any such request and attend to them by themselves.

If system administration personnel are unable to attend to the repairs, they are attended to by company authorised service centres on call similar to laboratory equipment maintenance.

Licensed Anti-Virus packages are used for automatic virus cleaning.

Palakkad Main Road, Navakkarai  
Coimbatore - 641 105. Tamil Nadu. Tel : +91 422 2363400  
E-mail : ajkcas@ajkcas.com Web : [www.ajkcas.com](http://www.ajkcas.com)



  
PRINCIPAL  
AJK COLLEGE OF ARTS & SCIENCE  
NAVAKKARAI,  
COIMBATORE - 641 105

### **Vehicles:**

There are 27 buses running for the students and staff. Four full time mechanics, one route in-charge and one purchase in-charge are working under a Transport Manager. They deal with fuel, consumables, spares, service and RTO works.

### **Website Maintenance:**

M/s Fibroin Technologies Private Limited, Coimbatore, a web development company maintains the website of the college. A Website Committee comprising a team of teaching staff is functioning in the college. The website is vibrant and active. The details are regularly updated by the committee.

Principal, Deans, HODs and Coordinators send the details to post, change and remove in the website to the committee. The committee checks the contents and forward to M/s Fibroin to do the same.

### **Physical Facilities**

1. There is a separate Maintenance Supervisor working in the college. He purchases all the needed materials for service and maintenance. Plumbing, welding and electrical works are carried out by the college. If the college is unable to do, service people from outside are called to attend to the work and paid on per-call basis.
2. Staff members who need any maintenance work to be carried out write them in the Maintenance Request Register available in the Office. The Maintenance supervisor checks the register every day for any such request and attends to them.
3. Fire extinguishers are maintained by company authorized service personnel. They refill the cylinders before they get over or the expiry date.
4. There are four full time gardeners working in the college. Their job is watering the plants, remove weeds, fertilize insect/pest control, cutting/trimming the trees, estate and cleaning etc.
5. Maintenance of RO treatment plant is carried out through AMC.
6. One male and one female full time sanitary workers of the college do the sanitation work.
7. Housekeeping is done by four full time housekeeping staff of the college.

